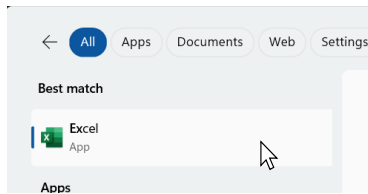


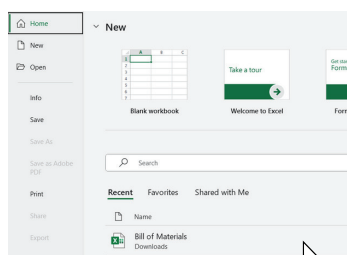
How to use AutoSum in EXCEL!

AutoSum is a powerful tool in Microsoft Excel that allows users to quickly calculate the sum of a range of numbers without manually entering a formula. This feature enhances efficiency and accuracy in data analysis. Follow these steps to use AutoSum effectively.

1 Launch Microsoft Excel



2 Open a Spreadsheet or Create a New One



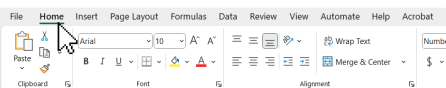
3 Select the Cell for the Sum

ITEM NO.	PARTICULARS	QTY	UNIT/BOARD FT	UNIT PRICE	AMOUNT
1	6"x8"x10' COCO LUMBER, S4S	8	35.00	1,050.00	
2	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
3	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
4	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
5	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
6	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
7	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
8	2"x8"x10' COCO LUMBER, S4S	3	35.00	466.67	
9	2"x8"x12' COCO LUMBER, S4S	5	35.00	560.00	
10	2"x8"x10' COCO LUMBER, S4S	7	35.00	140.00	
11	2"x8"x12' COCO LUMBER, S4S	10	35.00	175.00	
12	0.38MA3x12' GALVANIZED CORRUGATED SHE	15	296.50	296.50	
13	10mmx4'x8' MARINE PLYWOOD	24	912.00	912.00	
14	5mmx4'x8' PLYWOOD	24	456.00	456.00	
15	5mmx4'x8' MARINE PLYWOOD	16	481.00	481.00	
16	TOTAL				

Ensure that your data is organized in a column or row for easy summation.

Click on the cell where you want the sum to appear. This should be directly below a column of numbers or to the right of a row of numbers.

4 Navigate to the Home tab on the toolbar



5 Click the AutoSum (Σ) in the Editing group

ITEM NO.	PARTICULARS	QTY	UNIT/BOARD FT	UNIT PRICE	AMOUNT
1	6"x8"x10' COCO LUMBER, S4S	8	35.00	1,050.00	
2	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
3	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
4	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
5	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
6	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
7	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
8	2"x8"x10' COCO LUMBER, S4S	3	35.00	466.67	
9	2"x8"x12' COCO LUMBER, S4S	5	35.00	560.00	
10	2"x8"x10' COCO LUMBER, S4S	7	35.00	140.00	
11	2"x8"x12' COCO LUMBER, S4S	10	35.00	175.00	
12	0.38MA3x12' GALVANIZED CORRUGATED SHE	15	296.50	296.50	
13	10mmx4'x8' MARINE PLYWOOD	24	912.00	912.00	
14	5mmx4'x8' PLYWOOD	24	456.00	456.00	
15	5mmx4'x8' MARINE PLYWOOD	16	481.00	481.00	
16	TOTAL				

Excel will automatically highlight the range of numbers it suggests summing.

6 Confirm or Adjust the Range

ITEM NO.	PARTICULARS	QTY	UNIT/BOARD FT	UNIT PRICE	AMOUNT
1	6"x8"x10' COCO LUMBER, S4S	8	35.00	1,050.00	
2	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
3	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
4	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
5	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
6	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
7	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
8	2"x8"x10' COCO LUMBER, S4S	3	35.00	466.67	
9	2"x8"x12' COCO LUMBER, S4S	5	35.00	560.00	
10	2"x8"x10' COCO LUMBER, S4S	7	35.00	140.00	
11	2"x8"x12' COCO LUMBER, S4S	10	35.00	175.00	
12	0.38MA3x12' GALVANIZED CORRUGATED SHE	15	296.50	296.50	
13	10mmx4'x8' MARINE PLYWOOD	24	912.00	912.00	
14	5mmx4'x8' PLYWOOD	24	456.00	456.00	
15	5mmx4'x8' MARINE PLYWOOD	16	481.00	481.00	
16	TOTAL				

If the highlighted range is correct, press Enter to apply the formula.

If incorrect, manually adjust the selection by clicking and dragging over the desired range before pressing Enter.

7 Use AutoSum for Rows and Columns

ITEM NO.	PARTICULARS	QTY	UNIT/BOARD FT	UNIT PRICE	AMOUNT
1	6"x8"x10' COCO LUMBER, S4S	8	35.00	1,050.00	
2	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
3	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
4	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
5	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	
6	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	
7	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	
8	2"x8"x10' COCO LUMBER, S4S	3	35.00	466.67	
9	2"x8"x12' COCO LUMBER, S4S	5	35.00	560.00	
10	2"x8"x10' COCO LUMBER, S4S	7	35.00	140.00	
11	2"x8"x12' COCO LUMBER, S4S	10	35.00	175.00	
12	0.38MA3x12' GALVANIZED CORRUGATED SHE	15	296.50	296.50	
13	10mmx4'x8' MARINE PLYWOOD	24	912.00	912.00	
14	5mmx4'x8' PLYWOOD	24	456.00	456.00	
15	5mmx4'x8' MARINE PLYWOOD	16	481.00	481.00	
16	TOTAL				

To sum a row, click on the first empty cell to the right of the row and follow the same AutoSum steps.

To sum a column, click on the first empty cell below the column and apply AutoSum.

Then you're done using AutoSum for all the rows and columns.

8 Verify the Formula

ITEM NO.	PARTICULARS	QTY	UNIT/BOARD FT	UNIT PRICE	AMOUNT
1	6"x8"x10' COCO LUMBER, S4S	8	35.00	1,050.00	8400.00
2	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	2986.64
3	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	5600.04
4	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	3360.00
5	2"x8"x8' COCO LUMBER, S4S	8	35.00	373.33	2986.64
6	2"x8"x10' COCO LUMBER, S4S	12	35.00	466.67	5600.04
7	2"x8"x12' COCO LUMBER, S4S	6	35.00	560.00	3360.00
8	2"x8"x10' COCO LUMBER, S4S	3	35.00	466.67	1400.01
9	2"x8"x12' COCO LUMBER, S4S	5	35.00	560.00	2800.00
10	2"x8"x10' COCO LUMBER, S4S	7	35.00	140.00	980.00
11	2"x8"x12' COCO LUMBER, S4S	10	35.00	175.00	1750.00
12	0.38MA3x12' GALVANIZED CORRUGATED SHE	15	296.50	296.50	4447.50
13	10mmx4'x8' MARINE PLYWOOD	24	912.00	912.00	21888.00
14	5mmx4'x8' PLYWOOD	24	456.00	456.00	10944.00
15	5mmx4'x8' MARINE PLYWOOD	16	481.00	481.00	9780.00
16	TOTAL				77480.87

The AutoSum function inserts the formula =SUM(range). You can edit it if needed.

To check the formula, click on the cell containing the sum and look at the formula bar.

Re-highlight corrections accordingly.

Using AutoSum in Excel simplifies calculations, saving time and reducing errors. This tool is especially useful for financial reports, budgeting, and data analysis. Whether you are a student, a professional, or someone managing personal finances, mastering AutoSum enhances productivity and allows for faster and more accurate computations. Additionally, AutoSum can be used in combination with other Excel functions, such as AVERAGE, COUNT, MAX, and MIN, to perform more advanced data analysis. By leveraging AutoSum and other built-in Excel tools, users can streamline their workflow, improve efficiency, and make data-driven decisions with greater confidence. Understanding and using AutoSum effectively is a fundamental skill that can significantly enhance your Excel proficiency.